

"Local Agency Initiated" Approaches to Preparing HSIP Applications:

There are several factors agencies should consider when pursuing federal HSIP funding:

- 1) Do they have staff who are proficient with local HSIP Guidelines and Application process?
- 2) Do they have staff who can analyze their roadway system for high crash locations, identify countermeasures, and prepare a complete application per the Local HSIP guidelines?
- 3) Can staff complete the application, or would it be more efficient to use a consultant?
- 4) If their application is funded, do they have the resources to delivery the project?

A. Agency use Internal Staff:

Confirm Staff are available with the skills to prepare a quality application:
 1) Are they experienced in analyzing roadway safety, including high crash concentrations, systematic countermeasures, crash reduction factors, and B/C calculations?
 2) Are they (or do they have time to become) experienced in the unique statewide Local-HSIP application process?

B. Agency use Pre-established On-Call Consultants:

Use On-Call List to identify consultant for preparing applications for Agency (Confirm the On-Call selection process covered this type of work)

Follow On-Call Procedures to Selection:
** If it's a Federally Funded On-Call list, selection procedures must follow federal rules*
 1) Ask consultant if they are experienced in the unique statewide Local-HSIP application process;
 2) Ask if they have the capacity to work with the agency to submit applications for the next HSIP Call-for-Projects.

C. Agency secures Consultants to Prepare HSIP Applications:

Consider consultants that might be good candidates for preparing applications for Agency

Solicit and Select Consultant:
 1) Ask if they are experienced in analyzing roadway safety, including high crash concentrations, systematic countermeasures, crash reduction factors, and B/C calculations;
 2) Ask if they are experienced in the unique statewide Local-HSIP application process;
 3) Ask if they have the capacity to work with the agency to submit applications for the next HSIP Call-for-Projects.

Defining Expectations:

Consultant / Local-Agency Strategy Meeting to discuss:

- Goals of MAP-21-HSIP
- Funding opportunities with Local HSIP
- Likely locations and improvements that could yield high B/C ratio projects
- Agency's high priority, higher cost spot improvements they would like incorporated if project B/C can support them
- Steps to prepare a high quality HSIP application

Recommended Agency Preparations before Meeting:

- List of high priority locations/corridors that agency feels need safety improvements (per crash data)
- List of locations/corridors that have had requests for safety improvements.

Recommended Consultant Preparations before Meeting:

- Plot F+S.I. Collisions
- Perform brief investigation of fatalities (All & Ped/Bike)
- Consider likely CMs that could yield high B/Cs

Execute a contract and/or establish clear understandings between the Agency and Consultant for the preparation of HSIP applications:

Options:

- 1) Based on a pre-established competitive On-Call Contract
- 2) Based on a small one-time locally funded contract (upfront funding or funding tied to app-success) - or -
- 3) Based entirely on working relationship

Identifying HSIP Projects

Completes roadway analysis, identify countermeasures, develop conceptual projects, and calculate approximate B/Cs - Consistent with guidance and tools from DLA HSIP webpage.

Consider the B/Cs of the concept-projects: High enough to be selected for funding?
 • Use judgment based on past results and current understandings.

Refine scope of projects if needed:
 • Agencies are encouraged to consider systemic/ low-cost countermeasures to maximize their projects' B/Cs
 • systemic improvements/ locations can be added to projects to increase the overall B/C

Application Process

Agencies are encouraged to submit multiple applications up to the maximum funding limit per the current HSIP guidelines

The agency finalizes their applications

Agency is fully responsible
 1) To verify the accuracy of all data
 2) Finalize/correct application
 3) Sign for accuracy
 4) Submit application

If the Application is NOT Selected to receive federal safety funding, the Agency should consider:
 1) Reasons application was not selected for federal funding (Low B/C or Fatal Flaw?)
 2) Lessons Learned from call, and
 3) best opportunities for fundable applications in the next call.

Delivery of The Project

Steps to Advertise Federal Contract:

- 1a) Agency prepares RFA for PE Phase
- 1b) MPO programs project in the FTIP
- 2) Agency submits & FHWA approves RFA for PE phase (*Marks the beginning of federally reimbursable work*)
- 3) Agency follows all federal requirements in the advertisement of the RFP for PE/Environ/Design

Agency can complete the Environmental and Design activities In-House or Hire a Consultant

If the agency chooses to hire a consultant, a competitive process must be used per federal requirements.
Note: The Local Safety Program Delivery Requirements provide agencies up to 6 additional months to account for this extensive process.

Agency completes the delivery of the Safety Project (ROW if needed, CON, etc. Each phase needs authorization)

The agency's roadway network is safer for the end-users!